

**SUMMARY OF THE
TRANSITION AD HOC COMMITTEE MEETING
SEPTEMBER 19, 2001**

The Transition Ad Hoc Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, September 19, 2001 at 1:00 p.m. Eastern Daylight Time (EDT) via teleconference. The meeting was led by Chairperson pro tem Jeanne Hankins of the EPA. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss agenda items which follow.

INTRODUCTION

Ms. Hankins called the meeting to order and introduced Anteon Corporation as the new scribe service that is replacing RTI.

REVIEW OF PREVIOUS MINUTES

The July 18, 2001 minutes were reviewed and approved as written. The August 15 minutes were reviewed and approved as written. Action Item #1 from July 18 was completed. Action Items # 1 and #3 from August 15 were not completed, #2 was completed.

POLICY 17

As this Policy has already been approved by the Board of Directors, no further discussion was needed.

INSTITUTE FOR NATIONAL ENVIRONMENTAL LABORATORY ACCREDITATION UPDATE

Jerry Parr updated the members on recent changes regarding the development of the Institute. He has established a website for the Institute, www.INELA.org. Dave Steis will be replacing Wilson Hershey on the board. Ms. Hankins will be meeting with Henry Longest to brief him on NELAP and the Institute.

STRATEGIC PLANNING MEETING

Silky Labie updated the members on the Board of Directors discussion regarding the Institute's strategic planning meeting to be held during the time of the Interim Meeting. After some discussion regarding different possibilities, it was recommended by this committee that the planning meeting be held all day Saturday and half day on Sunday, immediately preceding the Interim Meeting. One of the goals for that meeting is to develop a mission and set up a time line. It was also suggested to have the Transition meeting later in the week, toward the end of the Interim Meeting. Mr. Parr is meeting with Jackie Sample and Carla Schultz to work on logistics. As Ms. Hankins will be teleconferencing with them later today, she will send an e-mail to the members regarding the

outcome of that teleconference.

INSTITUTE DOCUMENT

After reviewing the document that Mr. Parr prepared, in which he describes all the details of the two day planning session for the Institute, the members felt that this document is ready to be sent out to all the people listed in Table 1, letting them know they are invited to this Planning Session. Discussion ensued regarding size of the group of invitees. Consensus was that this first meeting should be small.

Mr. Parr then opened discussion by commenting that Steve Billets, of EPA, in his Feasibility Study for a NELAC non-profit organization, indicated he would like people who are not part of NELAC to be part of this strategic planning meeting. Discussion ensued on alternatives to address this meeting. Some possibilities would be someone from ECOS or Pharmacopia.

In response to the question as to what exactly Mr. Billets' role is, the response was that he is still involved in NELAC to help get this Institute off the ground. He is the project officer to handle this non-profit's contract, and he also is responsible for peer reviews of NELAP.

Discussion also ensued regarding whether or not a portion of the money received from this contract could go towards the DoD, to help cover the expense of the event. Mr. Parr is still looking for a facilitator for this meeting.

REGISTRATION FEE

Discussion ensued regarding registration fee for Interim Meeting. The proposed fee of \$175, plus additional fees for training sessions, was approved.

ACIL/NELAC SURVEY

No further responses have come in to date.

FUTURE TELECONFERENCES

The next teleconference is scheduled for October 17, 2001, at 1:00 p.m., Eastern Daylight Time (EDT).

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:00, EDT.

**ACTION ITEMS
TRANSITION AD HOC COMMITTEE MEETING
SEPTEMBER 19, 2001**

Item No.	Action	Date to be Completed
1.	Mr. Parr will distribute a revised retreat agenda to committee members. (From July 18, 2001 meeting.)	Completed
1.	Present results of NELAC laboratory questionnaire to Committee (from August 15, 2001 meeting)	10/17/01
2.	Distribute Policy 17 wording to Committee for their review (from August 15, 2001 meeting)	Completed
3.	Present NELAC Secondary Accreditation Application Package to Committee (from August 15, 2001 meeting)	10/17/01

**PARTICIPANTS
TRANSITION AD HOC COMMITTEE MEETING
SEPTEMBER 19, 2001**

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